Viewing Payable Time - Details

Step	Action
1.	Click the **Manager Self Service** link. Manager Self Service
2.	Click the **Time Management** link. Time Management
3.	Click the **View Time** link. View Time
4.	Click the **Payable Time Detail** link. Payable Time Detail
5.	There are many ways to search for employees. Click the **Look up** button next to **Group ID**.
6.	Click the **Look Up** button. Look Up
7.	Select the appropriate group ID that begins with a **B** to view those bi-weekly employees.
8.	Click the **Get Employees** button. Get Employees
9.	Select the appropriate employee from the list generated by your search. There may be additional pages for you to click through.
10.	The end date will default to the end of the current pay period (based on the employee selected), and the start date will reflect 30 days prior.
11.	Enter the desired information into the **Start Date** field.
12.	Enter the desired information into the **End Date** field.
13.	Click the **Refresh** button. Refresh
14.	Payable time for the employee is now displayed.
15.	You can view additional employees by using the **Previous Employee** and **Next Employee** buttons located on the page.
16.	You can also filter reported time to find more specific data. Click the **Arrow** to expand the **Payable Status Filter** button.
17.	Click the **Clear All** link. Clear All

Step	Action
18.	Now that all of the boxes are unchecked you can select payable time that would fall only under the categories that you select. 
19.	Click the **Refresh** button. 
20.	The employee's payable time, filtered by status, is now displayed.
21.	To return to the employee selection screen, click the **Return to Select Employee** link. 
22.	**End of Procedure.**